**APPLICATION FORM:**

**Position:** Operational Specialist: Admin Support (AfDB)

Name & Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide all information relevant to your application for the position in the space provided below.

Take note:

* The information should be concise.
* CVs will not be reviewed.
* Avoid cutting & pasting from your CV.
* The information should be tailored to the position.
* The application form should be accompanied by a cover letter supporting your application. The cover letter should not exceed two pages.

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| 1. **Qualifications** | **Information relevant to your application** |
| 1. A Bachelor’s degree in Finance, Economics, Accounting or Business and Administration Management.  A Master’s degree will be an advantage. |  |

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| 1. **Experience** | **Information relevant to your application** |
| 1. Good knowledge of International Financial Reporting Standards (IFRS). |  |
| 1. 3-5 years’ experience in a project or administrative capacity. |  |
| 1. Experience and knowledge of the rules and procedures of South African legislation. |  |
| 1. Proven experience as an Accountant or Assistant Accountant in an African Development Bank (AfDB) or other international Agency funded projects. |  |
| 1. Experience in working with African Development Bank, World bank or UN funded projects. |  |

| 1. **Working requirements** | **Information relevant to your application** |
| --- | --- |
| 1. Fluency in written and spoken English. |  |
| 1. Drivers License. |  |
| 1. Excellent computer skills especially in MS Word, Excel, PowerPoint. Knowledge of Xero software will be an added advantage. |  |

| 1. **Competencies** | **Information relevant to your application** |
| --- | --- |
| 1. Office administration |  |
| 1. Report Preparing |  |
| 1. Financial Management Systems |  |
| 1. Events management |  |

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| 1. **Your experience and approach to champion the position. Answer the following questions:** | |
| 1. How will you go about customising the existing AFIAP accounting procedures manual to incorporate Bank specific accounting and reporting requirements? |  |
| 1. Share an example of where you have prepared financial and other reports? |  |
| 1. Why do you believe you are the optimum candidate for this position? |  |
| 1. What is your salary and benefit expectations? What is your notice period and when can you be available should you be successful? |  |